



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
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**BUDGET COURSE (USPFO-NJ)**

1. A Resource Management Improvement Committee (RMIC) Budget Course will be conducted 3-7 March 2003 at the T3BL, Bldg 3601, Fort Dix, NJ.
2. This course provides the basic tools for the federal funds manager in:
  - Basic fundamentals of the federal government budget process
  - Program manager duties and responsibilities
  - Key budget and accounting terms
  - Maintaining and reconciling accounts and funds
  - Key legal and proper administrative fund controls
  - Planning, programming, budgeting, executing and controlling the New Jersey ARNG budget
3. Program Managers, Financial Analysts and personnel sub-delegated funds management as an additional duty will attend this training either for initial training or for refresher training. For purposes of full time training resource conservation, personnel of the NJARNG who had plans on attending a Budget Course during FY 2003 will attend this course at Fort Dix.
4. Registration information will be provided via Army Bulletin 90 days prior to the conduct of the course.
5. Course materials will consist of a binder containing briefing material provided by the instructor. Students will need to provide note taking materials, pens and highlighter.

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